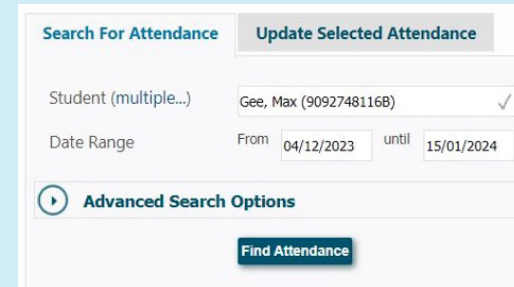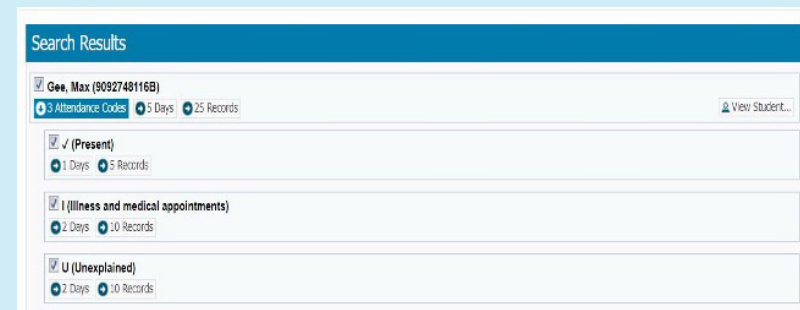# Mark a student absent for today

1. Find a student

- In the Main Menu on the left hand side, go to **Mark Roll > Mark Students**

- Type the Student's name into the **Student** field and select the correct student from the drop down list
  TIP: You can use the arrow keys on your keyboard to select the student from the drop down list as well

2. Find a student attendance

- Once you have selected the correct student, leave the **Date Range** as today's date

- Click on **Find Attendance**

- You should see the student's scheduled classes for that Date Range appear on the right hand side

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3. Mark a student absent for the selected date range

- Click on the **Update Selected Attendance** tab on the left hand side panel

- Select the appropriate **Attendance Code** from the drop down list (e.g. E - Educational Activity)

- Enter a **Reason** for the Absence (e.g. VET course)

- If you were notified of the absence by the parent, tick the appropriate **Parent Contact** method (e.g. Phone)

- If this is a School Event Absence, tick the **Documented** box if there is permission slip involved

- Once done, click on **Update Attendance**

- You should see the student attendances on the right hand side panel update to show the latest code

| Search For Attendance | Update Selected Attendance |

Enter New Attendance Information ⓘ

🔒 Attendance Code ⌄

🔒 Reason

Parent Contact

🔒 Phone? ☐
🔒 SMS? ☐
🔒 Email? ☐
🔒 Present? ☐

🔒 Contact Time

🔒 Documented? ☐

🔒 Documented Date

Update Attendance **Clear Fields**

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